

INSTRUCTIONS TO COMPLETE DARPA 37:

NOTE 1: A DARPA Badge will NOT be issued until a signed "Security Clearance Notification" or "Visit Certification" is received by DARPA SID from the individual's Security Office. The DARPA Form 37 is required for an initial badge or when there is a change of clearance status, employment status or DARPA sponsor.

- ITEM 1.** Originating DARPA Office/Point of Contact
- ITEM 2.** Sponsor's Initial and Date
- ITEM 3.** Issuing Office, DARPA Personnel Security and Badging Office, SID
- ITEMS 4a - c.** Individual's full given name (to include prefix and suffix).
- ITEM 4d.** Individual's social security number
- ITEM 4e.** Employment Type (*Select One*) Contractor Off-Site; Contractor On-Site; DARPA Civilian; DARPA IPA; DARPA Military; Other (Engineers and Maintenance); US Civilian Off-Site; US Civilian On-Site; US Military Off-Site; US Military On-Site.
- ITEM 4f.** Individual's Date of Birth
- ITEM 4g.** Individual's Place of Birth
- ITEM 4h.** US Citizenship
- ITEM 4i.** Gender (*Male or Female*).
- ITEM 4j.** Physical Address
- ITEM 4k.** Business name and address. (If subcontractor enter business name and address) (Note: Military on loan should indicate their unit of assignment; US Government, IPA, and others on loan should indicate their home organization.)
- ITEM 4l.** Physical Phone Number
- ITEM 4m.** Corporate Phone Number
- ITEM 5a.** Type of Nomination (*Select One*); Change of name; Change of office; New or Replacement.
- ITEM 5b.** If replacement, fill in name of person being replaced.
- ITEM 5c.** Type of Badge requested (*Select One*) DARPA Employee; Off-Site Contractor; On-Site Contractor; Off-Site US Government, or On-Site Government; Other (Engineers and Maintenance). (*Note: Definitions below*)

DARPA: White-background (picture) badge with DARPA logo, no escort required; issued to DARPA employees (including IPAs). Holders of these badges are authorized to escort visitors.

On-Site US Government: White-background (picture) badge with sponsor's office symbol, no escort required; issued to US government personnel who are on loan to DARPA via MOA or assigned to a Joint Program Office. Holders of these badges are authorized to escort visitors.

Off-Site US Government: Blue-background (picture) badge with sponsor's office symbol, no escort required; issued to US government personnel who only require periodic access to DARPA facilities. Holders of these badges are NOT authorized to escort visitors within DARPA controlled space.

On-Site Contractor: Yellow-background (picture) badge with sponsor's office symbol, no escort required; issued to DARPA support contractors who work within DARPA controlled space on a daily basis. Holders of these badges are authorized to escort visitors.

Off-Site Contractor: Red-background (picture) badge with sponsor's office symbol, no escort required; issued to DARPA support contractors who require periodic access to DARPA facilities. Holders of these badges are NOT authorized to escort visitors within DARPA controlled space.

Black Badges: Black background (picture) with associated with company acronym; escort is required by a white or yellow badge holder in an office area. Issued to DARPA support contractors who require continuous access to DARPA facilities. Holders of these support contractors who require continuous access to DARPA facilities. Holders of these badges are NOT authorized to escort visitors in a DARPA controlled space.

ITEMS 6a - b. In order to have a badge approved for longer than one year, it is very important to specify contract end dates for contractors and end dates for US government personnel. If, subcontractor enter both Prime & Subcontract Numbers

ITEM 7. If contractor, explain what the task assignment is. If Government, indicate job title and function.

ITEM 8a. Coordination and approval is authorized by the Office Director or designated representative.

ITEM 8b. Signature of Office Director or Designated Representative

ITEM 8c. Telephone Number

ITEM 8d. Date of Request

ITEMS 9a - d. To be completed only by individual's security officer or facility security officer. (*If SCI is held by another SSO other than DIA, you need to request your SSO to perm cert your SCI access to "SSO DIA pass to DARPA."*)

ITEMS 10a - c. To be completed by DARPA Personnel Security and Badging Office, SID

(1) UPON SIGNATURE, SUBMIT TO PERSONNEL SECURITY AND BADGING OFFICE, SID FOR APPROVAL. (2) THE PERSONNEL SECURITY AND BADGING OFFICE WILL CONTACT THE INDIVIDUAL WHEN REQUEST IS APPROVED.



DEFENSE
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DARPA BADGE REQUEST

1. FROM: <i>(Originating Office & Point of</i>		2. POC's Initials		3. TO: DARPA Personnel Security and Badging, SID 3701 N. Fairfax Drive Arlington, VA 22203-1714	
		Coordination Date			
4. PERSONAL INFORMATION ON INDIVIDUAL WHOM ACCESS IS BEING REQUESTED					
a. Prefix	b. Name <i>(Last, First, MI.)</i>		c. Suffix	d. SSN	e. Employment Type <i>(Select One)</i>
f. Date of Birth <i>(YYYY/MM/DD)</i>	g. Place of Birth <i>(City & State, or City, Province & Country)</i>			h. US Citizenship <i>(Choose Yes or No)</i>	i. Gender <i>(Male or Female)</i>
j. Physical Address <i>(Include Building Name, Floor, Room No., etc.)</i>			k. Business Name & Address <i>(e.g. Prime Contractor or Subcontractor)</i>		
l. Physical Phone Number			m. Corporate Office Phone Number		
n. Physical E-mail Address			o. Corporate Office E-mail Address		
5. TYPE OF NOMINATION and BADGE TYPE					
a. Type of Nomination <i>(Select One)</i>			b. If replacement, fill in name of person being replaced		
c. Type of Badge <i>(Select one)</i>					
6. PERIOD OF ISSUE					
a. For Contractor Personnel: Enter the Prime Contract Number and Subcontract Number				b. For US Government Personnel:	
Prime Contract Number:		Contract Start Date	Contract End Date	Start Date	End Date
Subcontract Number:					
7. JUSTIFICATION: <i>(If contractor, explain what the individual will do. If Government, indicate job title and function)</i>					
8. APPROVALS					
a. Office Director's Typed Name & Title		b. Office Director's Signature		c. Telephone Number	d. Date <i>(YYYY/MM/DD)</i>
9. TO BE COMPLETED BY YOUR GOVERNMENT / INDUSTRY SECURITY OFFICER					
a. Security Clearance Status		b. Date <i>(YYYY/MM/DD)</i>		c. Level of Clearance <i>(Check one)</i>	
Clearance Granted By: _____				<input type="checkbox"/> Interim Secret <input type="checkbox"/> Secret	
Type of Investigation: _____				<input type="checkbox"/> Interim Top Secret <input type="checkbox"/> Top Secret	
Date Investigation Initiated				<input type="checkbox"/> Interim SCI <input type="checkbox"/> SCI <i>(See Worksheet Instructions)</i>	
d. Verification of Clearance <i>(Certification must be by the Government/Industry Security Officer.)</i>					
_____		_____		_____	
Printed Name / Phone Number		Signature		Date	
10. TO BE COMPLETED BY DARPA BADGE OFFICE , SID					
a. SID Approval <i>(Signature)</i>				Date <i>(YYYY/MM/DD)</i>	
b. DARPA Badge Office <i>(Signature)</i>				Date <i>(YYYY/MM/DD)</i>	
c. Badge Number <i>(To be assigned by DARPA Badge Office)</i>				Protect in Accordance with the Privacy Act of 1974	